

**EVALUATION OF LIBRARY DIRECTOR**  
**Rochester Hills Public Library**  
**September 2010**

Use the numerical scale below to evaluate the performance of the Library Director this past year. Select the number that best indicates your perception of the Director's performance for each of the criteria listed.

**POINTS**

5 - Outstanding	far exceeding performance criteria
4 - Above average	exceeds normal expectations
3 - Average	generally meets expectations
2 - Weak	erratic performance, falls short of normal expectations, requires remedial action
1 - Unsatisfactory	unacceptable performance, which must receive immediate attention

Rating

**A. Relationships with Board**

- |       |                                                                                                                                                    |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | 1. Keeps the Board informed on issues, needs and operations of library                                                                             |
| _____ | 2. Offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis. |
| _____ | 3. Supports and executes Board policy and intent to public and staff.                                                                              |
| _____ | 4. Seeks and accepts constructive criticism of work.                                                                                               |
| _____ | 5. Seriously considers, and/or acts on individual Board member's suggestions.                                                                      |

Comments

**B. Goals and Objectives**

- |       |                                                                                                  |
|-------|--------------------------------------------------------------------------------------------------|
| _____ | 6. Provides leadership in developing long and short term goals to accomplish mission of library. |
| _____ | 7. Keeps the Board updated on implementation of library goals and objectives.                    |

Comments

**C. Community and Professional Relationships**

- |       |                                                                                  |
|-------|----------------------------------------------------------------------------------|
| _____ | 8. Gains respect and support of the total community on the operation of library. |
| _____ | 9. Maintains an effective press and media campaign.                              |
| _____ | 10. Keeps abreast of local, state and national library issues.                   |
| _____ | 11. Participates in local, state and national library associations.              |

Comments

#### **D. Staff and Personnel Relationships**

- \_\_\_\_\_ 12. Develops and executes sound personnel procedures and practices.
- \_\_\_\_\_ 13. Develops good staff morale and loyalty to the organization.
- \_\_\_\_\_ 14. Delegates authority to members appropriate to the positions each holds.
- \_\_\_\_\_ 15. Recruits and assigns the best available personnel in terms of their competencies.
- \_\_\_\_\_ 16. Evaluates performance of staff members, giving commendation for good work as well as constructive suggestions for improvement.

Comments

#### **E. Business and Finance**

- \_\_\_\_\_ 17. Keeps informed on needs of the library -- plant, facilities, equipment and supplies.
- \_\_\_\_\_ 18. Evaluates financial needs and makes recommendations for adequate financing.
- \_\_\_\_\_ 19. Determines that funds are wisely spent and within budget limitations.
- \_\_\_\_\_ 20. Supervises operations, insisting on competent and efficient performance.

Comments

#### **F. Personal Qualities**

- \_\_\_\_\_ 21. Maintains high standards of ethics, honesty and integrity in all professional matters.

Comments

## Comment and Discussion

What are the three major strengths of the Director?

Are there limitations in the Director's performance?

In the past year, what difficult issues have faced the library and how did the Director bring them to resolution?

What should be the organizational goals and/or personal development goals for the Director for the coming year?

## Overall Performance Rating

Based upon the preceding comments and evaluations, check the term which best describes the Director's overall performance for the evaluation period. This may not necessarily be an "average" of your criteria ratings, since some criteria are more important than others. Use the back of this page (or make another one) for further comments and recommendations.

_____	Outstanding
_____	Above average
_____	Average
_____	Weak
_____	Unsatisfactory

Thank you for your participation,

The 2010 Director's Evaluation Committee – Madge, Ann and Doug